



Duty Statement

Classification: **Investment Officer I**

Position Number: **275-635-4656-035**

HCM#: **1441**

Branch/Section: **Investment Office/Investment Finance Services**

Location: **400 Q Street, Sacramento, CA 95811**

Telework: Office-centered

Working Title: **Investment Finance/Market Data/Contracts Officer** Effective Date: **April 4, 2022**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ Yes ☒ No

CalPERS is the nation's largest public pension fund with investments in both domestic and international markets. The Investment Office (INVO) is responsible to invest and manage assets with the goal to generate total returns on a long-term basis while managing risk.

The Investment Finance Services (IFS) unit is under the Investment Servicing Division (ISD) in INVO and is responsible for performing a wide range of functions as it relates to financial reporting, budgeting and analysis at a Total fund level, financial statement analysis and research, oversight of external management fee and capital call processing for public asset classes and contracts oversight.

Under general supervision of the IFS, Associate Investment Manager (AIM), the Investment Officer I (IO I) is responsible for the day-to-day activity of market data investment subscription reviews, tracking, less complex risk reviews, and assisting with functions of the Investment Office's Market Data team and Contracts Oversight team to ensure data completeness and accuracy of process. Will also assist in external manager fee payments, reconciliation and reporting.

Essential Functions

45% Assists the Investment Subscription and Market Data team Contracts Oversight Officer in reviewing less complex renewal documents for market data services related to investment research, investment analytics, business operations tools for trading and trade clearing, and benchmarks. Review Master Service Agreement schedules of market data providers annually to ensure terms and conditions align with CalPERS standard terms and risk mitigation, that they contain the appropriate license type for usage, platform delivery mechanisms, and/or destinations for Investment Office team members. Will review less complex new investment service requests from INVO Asset Classes and Program areas to execute and deploy services to support INVO's portfolio monitoring and management of the Fund. Assist in the annual processing of the Data & Analytics expense projection. Maintains a log of open issues/questions for all Strategic Market Data Vendors in Microsoft Office tools such as Teams, Excel, etc. Monitor and maintain annual renewals for investment subscriptions. Acts as a liaison between the vendor and Investment Office team members to onboard new services or cancel existing services via email or phone request. Triage contracts Oversight mailbox and answer less-complex inquiries about processes and governance. Fulfill inventory updates of investment products and services as needed. Field questions pertaining to market data agreements, platform relationships, price structure, inventory, etc. Responsible for data integrity in technology platform solutions related to vendor and expense management. Assists technical leads in IFS with all data analysis for

population in business intelligence platform and vendor management platform. Ensures accuracy of data related to Contracts and Investment Subscriptions in the Financial Information Tracking System (FITS). Responsible for inputting contractual rights within FITS for all investment subscription vendors.

- 30% Assists the Investment Finance Officer to analyze and review independent calculations of External Manager base and performance payments for accuracy and compliance with the contract terms of INVO's Investment Manager Contract Fee schedules. Independently interpret and translate language contained in complex partnership agreements to determine the correct calculation, financial analysis, and verification of payment terms and conditions. Pull market values and returns from appropriate performance analytics platform. Perform calculations and verify results to amounts and calculations on invoices submitted by manager/partner. Report and analyze fees and invoices for CalPERS advisors or partners, validating and resolving issues independently. Assists IO II as a back up to CalPERS Annual Comprehensive Financial Report (ACFR) related to INVO's contribution of Prepared by Client (PBC) requests from FINO and CalPERS external financial statement auditor. In Microsoft Office tools such as Teams, Excel, Outlook, etc. will assist IO II to track, coordinate, and aggregate all requests and schedule meetings to review in-depth processes with the external financial statement auditor, as appropriate. Acts as a liaison to process and code Contract Request Forms, Amendment Request Forms, Contract invoicing, LOE and purchase order coding and expense questions for the Finance team.
- 20% Serves as a resource to program areas and Enterprise business partners in FINO, OSSD, LEGO, regarding data and information for investment subscriptions, expenses, and procurements. Assists with Budget analysis. Acts as a technical specialist resource to the Investment Finance Budget Analyst, Procurement and Payment Analyst and Procurement Program Analyst. Serves as an escalation liaison on more complex budget, procurement, and payment issues with FINO and OSSD. Provides continual monitoring through multiple data financial source validations and reconciliations of overall financial status for total Investment Office budget, which includes the Administrative and Investment Expense budgets. Reviews and oversees methodology of quarterly and monthly reporting and conducts in-depth analysis to prepare various Administrative budget-related documents, including projections, formal budget requests and supporting documents, and a broad range of statistical and financial reporting documents.

Marginal Functions

- 5% Assist with other duties and special projects as assigned by the ID, IM, AIM, and/or designated lead staff. Assists in creating and updating procedures manual(s), policies, and tools for the processes related to procurement, invoicing, payment, purchase order creating, accounting/coding, vendor related forms, contracts and/or budget support, as well as updated job aids related to the necessary systems the IFS team uses. Ability to independently respond to ad hoc requests for information and reports.

Knowledge, Skills and Abilities

Knowledge of: Investment principles and practices; investment types and the markets and procedures for their purchase and sale; methods and sources of information for analyzing and valuing investments and assessing investment market trends; economic trends, principles, and practices; business organization and practices; accounting principles and practices; statistical and mathematical methods used in the analysis of investments; and computer applications used in investment analysis and modeling. **Ability to:** Gather and analyze a wide variety of investment, financial, and statistical data and reach sound conclusions on the value and suitability of investments; maintain current knowledge of investment market trends and developments; apply a variety of investment analysis techniques, including quantitative methods; critically review investment and financial data, paying close attention to detail; review and understand financial statements; compile, organize, interpret, and present written and numerical data; prepare clear and concise written correspondence and reports; make effective presentations; work effectively under pressure and meet deadlines; and establish and maintain cooperative relationships with those contacted in the

course of the work, including representatives of investment firms and financial institutions, investment partners and external investment managers, consultants, and other CalPERS staff.

Desirable Qualifications

- A high degree of initiative, professionalism, confidentiality, and able to work well under pressure in a fast-paced environment
- Be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines and courses of action
- Excellent written and verbal communication, attention to detail, and organizational skills
- Flexibility to handle new functionality and learn new skills to support investment strategies or products
- Strong proficiency in Microsoft office, particularly Microsoft Excel
- Ability to work in a team environment and work on multiple projects and priorities
- Experience in business analysis and design for investment systems, including analyzing business requirements and developing technical specifications
- Strong data and analytical skills with keen attention to details

Working Conditions

- Team environment with open, transparent communication with multiple daily responsibilities
- Office-centered and remote setting with normal business hours

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in: Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**